Welcome to the California ETMS/ETP Main Menu screen. Employers like you play a valuable role in offering specialized training to California workers and ETMS provides the features to support your Application process and Contract experience. Once your Application has been approved at Panel and the Contact is signed, you will be able to begin Enrolling your trainees. This Guide will show you how to Mass Enroll your Trainees.	
Under the Employment Training Panel section, go to the ETP Applications fly-out and select the Contract link.	
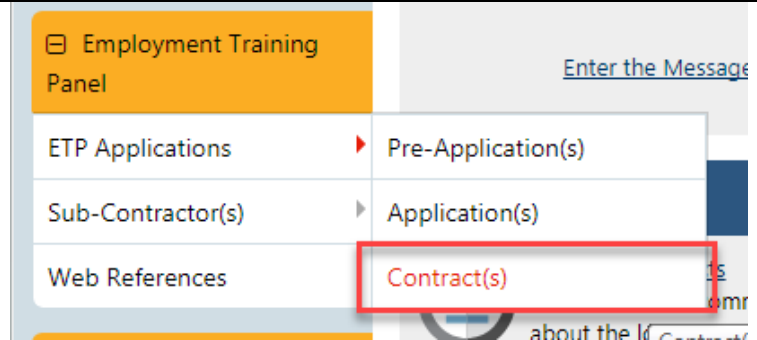
Here, you will see a grid with your Contract information. Select the View link under the Action column.	
The system now takes you into your Contract and displays the Documents tab first. To navigate to Enrollments, select the Curriculum tab.	

There are two headings in the Curriculum tab, *Training Delivery Method*s and *Enrollments and Trainees.* To get to the Mass Trainee Upload, select the Enrollment and Trainees header.	
Once the Enrollments and Trainees section has been expanded you will see all trainees that have been added so far. If none exist, then "0 records found" will display. Selecting the Mass Trainee Upload link will navigate you to the area for uploading your trainees through a file template.	

Before opening the Mass Trainee Upload file, you will need to open the Consolidated List found under the Help Links section. This file will help you fill out the Mass Trainee Upload template file.

The Consolidated List can be downloaded as either a PDF document or Excel file. To open as a PDF, select the link. To open as an excel file, select the Excel icon.

Helpful Links

Please use the links below to view information you may need to create the trainee import file

Groups/Locations/Job titles	Ethnicity
Groups Description	Affiliated Companies
Age Group	Education Level
Consolidated List	

The Helpful Links will provide you the codes needed in the Mass Trainee Upload file.

Education	
ID	Description
50	Eighth Grade or Less
51	Some High School
52	High School Graduate
53	GED
54	Some College
55	College Graduate
56	Post-College Graduate

Ethnicity	
ID	Description
1	White
2	African American/Black
3	Ethnic Hispanic or Latino
4	American Indian/Alaskan Native
5	Asian
6	Hawaiian/Other Pacific Islander
7	Filipino
8	Other

Companies/Employers	
California Employer Account Number (CEAN)	Company
8987987	Clay Employer (Applicant)

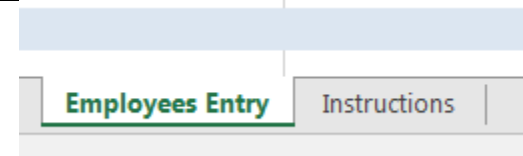| Groups/Locations/Job titles				
Group Number	Location ID	Location	Job Title ID	Job Title
1	285	Clay Employer	542	test Contract
1	285	Clay Employer	624	QA LEAD
1	316	HUA Location	557	Test 3
2	285	Clay Employer	624	QA LEAD
3	285	Clay Employer	624	QA LEAD
4	285	Clay Employer	624	QA LEAD

Now the Mass Trainee Upload file needs to be opened. Return back to ETMS and select the Download Template link at the bottom of the page.
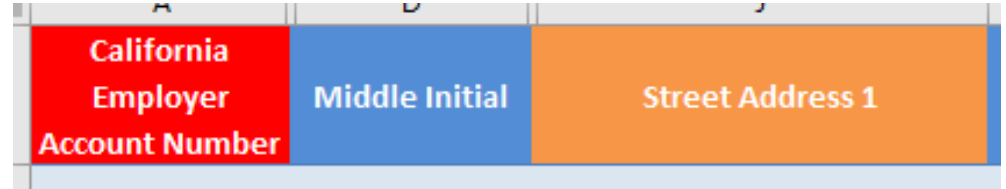
[Download Template]

Upload   Cancel
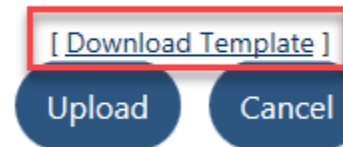
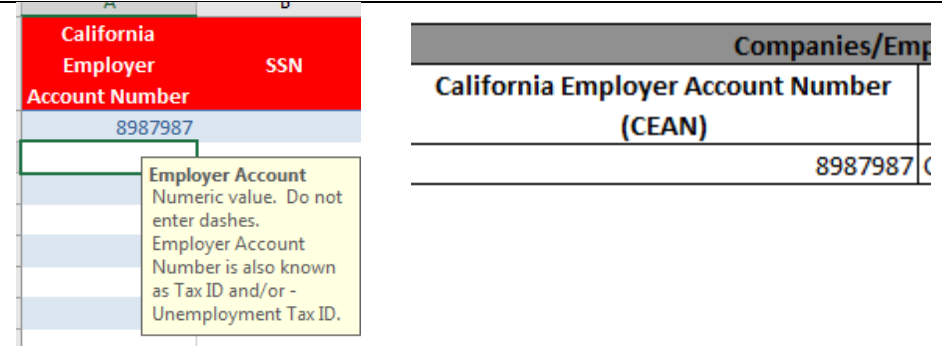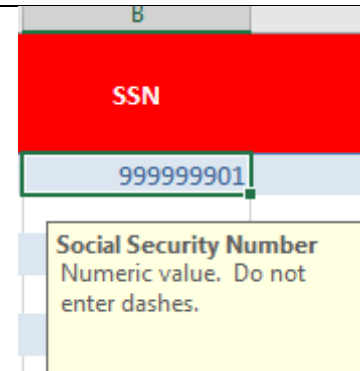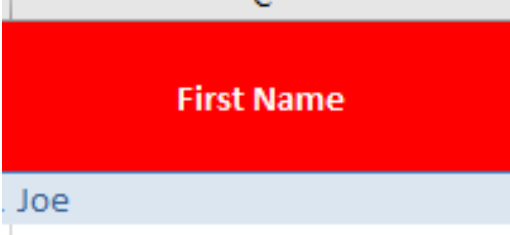|	
Selecting the Download Template link will open up an Excel file. The first worksheet, titled Employees Entry, is where all the trainee information will be entered. The second worksheet is where the instructions are found.	**Employees Entry** Instructions
On the first row of the Employees Entry worksheet there are color coded headers with all the trainee information that needs to be filled out. If the header is red then that information is required. If the header is blue then that information is optional. If the header is orange then that information is conditionally required. The rules for if it is required can be found on the Instructions spreadsheet.	**California Employer Account Number** | **Middle Initial** | **Street Address 1**
Column A: The California Employer Account Number (CEAN), is the first column and is required to be filled in. The CEAN can be found on the Helpful Links document. Enter in the correct CEAN.	**California Employer Account Number** **SSN** 8987987 Employer Account Numeric value. Do not enter dashes. Employer Account Number is also known as Tax ID and/or - Unemployment Tax ID. **Companies/Emp** **California Employer Account Number (CEAN)** 8987987
Column B: Social Security Number, is a required field. Do not enter dashes.	**SSN** 999999901 Social Security Number Numeric value. Do not enter dashes.
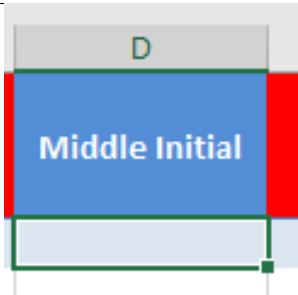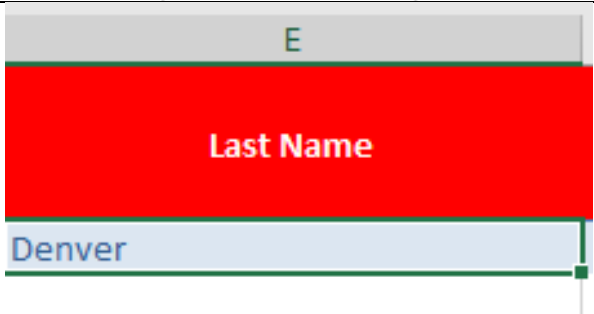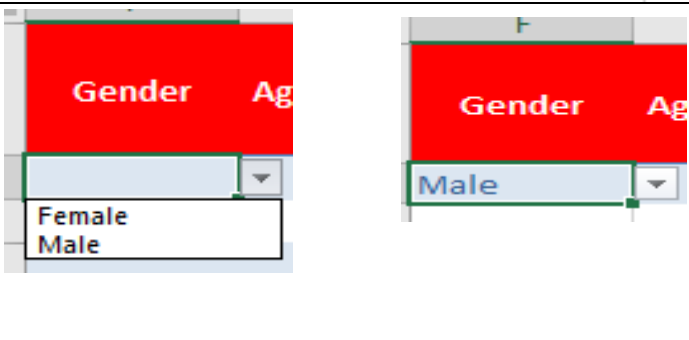
Column C: First Name, is a required field.	
Column D: Middle Initial, is an optional field and is not required.	
Column E: Last Name, is a required field.	
Column F: Gender, is a required field. This field can be selected from a drop-down list that displays "Male" or "Female". This field can also be manually entered or copied over but the formula field must be entered exactly as "Male" or "Female".	

Column G: Age Group, is a required field. The Age Group ID is found on the Helpful Links document. Enter the correct ID for the corresponding Age Group.	**Age Group** | ID	Description
500	Under 25
501	25-34
502	35-44
503	45-54
504	55-64
505	65 and Older | **Age Group** Enter the system ID for the age group to be used to classify the employee. Please refer to the "Age Groups" link under the "Helpful Links" section in the Employee's Import page of the application
Column H: Education, is a required field. The Education ID is found on the Helpful Links document. Enter the correct ID for the corresponding Education level.	**Education** | ID	Description
50	Eighth Grade or Less
51	Some High School
52	High School Graduate
53	GED
54	Some College
55	College Graduate
56	Post-College Graduate | **Education** Enter the system ID for the employee's higher level of education. Please refer to the "Education Level" link under the "Helpful Links" section in the Employee's Import page of the application.

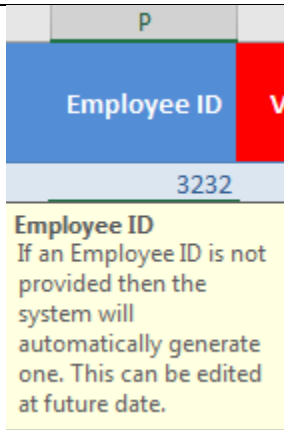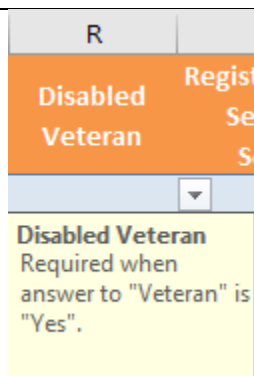|	
Column I: Ethnicity, is a required field. The Ethnicity ID is found on the Helpful Links document. Enter the correct ID for the corresponding Ethnicity.	**Ethnicity** ID — Description 1 — White 2 — African American/Black 3 — Ethnic Hispanic or Latino 4 — American Indian/Alaskan Native 5 — Asian 6 — Hawaiian/Other Pacific Islander 7 — Filipino 8 — Other **Ethnicity** 54 — 3 **Ethnicity** Comma delimited list of ethnicity ID's (i.e. 1,2). For a list of allowed values refer to the "Ethnicity" link under the "Helpful Links" section in the Employee's Import page of the application.
Columns J – M address information that is conditionality required or optional. This information is only required for a WIA contract.	J — Street Address 1 K — Street Address 2 L — City M — State **Street Address 1** Required for WIA Contracts
Column N: Zip Code, is a required field. Enter the zip code of where the trainee lives.	N **Zip Code** 92111
Column O: Email, is an optional field.	O **Email**

Column P: Employee ID, is an optional field. If the trainee is not given an employer defined ID the system will assign an ID. The Employee ID is used for the Mass Tracking of Hours.	**P** — **Employee ID** — 3232 — **Employee ID** If an Employee ID is not provided then the system will automatically generate one. This can be edited at future date.
Column Q: Veteran, is a required field. This field is a drop-down selection of "Yes" or "No". The answer can also be manually entered or copied over but must be entered exactly as "Yes" or "No".	**Q** — **Veteran** — No
Column R: Disabled Veteran, is only required when Veteran in Column Q is selected as Yes.	**R** — **Disabled Veteran** — **Disabled Veteran** Required when answer to "Veteran" is "Yes".
Columns S – W are conditionally required columns when the contract is funded through WIOA funds.	**Registered with Selective Service** — **Campaign Veteran** — **Separated from Service within the last 4 years** — **Separation Date** — **Spouse of a Veteran**

Column X: Group Number, is a required field. The ID for Group Number can be found on the Helpful Links document. Make sure that the group number correlates to the job title and location.	
Column Y: Job Title ID, is a required field. The Job Title ID can be found on the Helpful Links document. Make sure that the Job Title ID correlates to the Group Number and Location.	

Column Z: Location ID, is a required field. The Location ID can be found on the Helpful Links document. Make sure that the Location ID correlates to the correct Group Number and Location.	
Column AA: Date Hired, is a required field. Enter the date that the trainee was hired at the company.	
After all the required columns are completed, the file must be saved. The file needs to be saved as an .xls format which is Excel 97-03.	

To upload the saved document, select the Choose File in button in ETMS. It is found under the Trainees File Upload area. Once the file has been selected, the file's name will appear next to the Choose File button.	**Trainees file upload** * Upload trainee's file: [Choose File] No file chosen **Trainees file upload** * Upload trainee's file: [Choose File] TraineeMassImport Ref Card.xls
Now that the file has been selected, click the Upload button at the bottom of the screen.	[Download Template] [Upload] [Cancel]
If the file is uploaded successfully this message will display. Select the Return to Curriculum button when finished.	**Trainee Mass Upload Completed** The Trainee Mass Upload has been successfully processed. [Return to Curriculum]